



ARIZONA DEPARTMENT OF EDUCATION  
Tom Horne, Superintendent of Public Instruction

# **LOCAL DIRECTORS MEETING**

## **May 2, 2007**

**Introduction and Welcome**

**Milt Ericksen**

**Announcements**

**ADE Staff**

**ACOVA Report**

**Brenda Marietti**

**ACTE Report**

**Pam Ferguson**

**State Plan Update Including Changes in Definitions**

**Helen Bootsma**

**Fiscal Monitoring/Audit**

**Nancy Schmidt**

**2007 CTE Handbook Highlights**

**Helen Bootsma**

**AZ Assessment System**

**Barbara Border  
Helen Bootsma  
Maggie Mangini  
Carolyn Warner**

**BREAK**

### **Breakout Sessions**

- **LEA Application Assistance**
- **Perkins IV Performance Measures**
- **Fiscal Monitoring/Audit**

**ACOVA  
Accountability Staff  
Nancy Schmidt**

**ADJOURN**

# Career & Technical Education Director's/Administrator's District Contacts

Change the following:

	<i>Existing Information</i>	<i>New Information</i>
<b>Name</b>		
<b>Title/Position</b>		
<b>School/Organization</b>		
<b>School District</b>		
<b>Address</b>		
<b>City and Zip</b>		
<b>Phone Number</b>		
<b>FAX Number</b>		
<b>E-Mail Address</b>		

Add the following:

<b>Name</b>	
<b>Title/Position</b>	
<b>School/Organization</b>	
<b>School District</b>	
<b>Address</b>	
<b>City and Zip</b>	
<b>Phone Number</b>	
<b>FAX Number</b>	
<b>E-Mail Address</b>	

Delete the following:

<b>Name</b>	
<b>Title/Position</b>	
<b>School/Organization</b>	
<b>School District</b>	
<b>Address</b>	
<b>City and Zip</b>	
<b>Phone Number</b>	
<b>FAX Number</b>	
<b>E-Mail Address</b>	

Please inform the Career and Technical Education Division of any changes needed for the directory.  
You may turn in this form at any Local Director's Meeting or email or fax it to:

Arizona Department of Education  
**Career and Technical Education Division**  
**Attn: Doug Deemer**  
**1535 West Jefferson Street - Bin #42**  
 Phoenix, Arizona 85007  
 Email: [sdeemer@ade.az.gov](mailto:sdeemer@ade.az.gov)  
 Phone: (602) 542-5282

YIKES!

All these changes to  
CTE Data Reporting  
really has me confused.



I think we need to  
register for the CTE Online  
Technical Assistance Workshop  
at Loews on Saturday,  
July 14, 2007



Arizona Department of Education  
Tom Horne, Superintendent of Public Instruction

Educational Services and  
Resources Division

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Issue 18

# CTE FACTS

## Career and Technical Education Arizona - Vision

Ensure a dynamic workforce by fully developing every student's career and academic potential.

## Career and Technical Education Arizona - Mission

Prepare Arizona students for workforce success and continuous learning.

## Arizona CTE Students are Top Academic Performers

### **Nogales HS 2006 CTE Graduate**

Daniel Rothstein - Ranked # 6 in his class, 4.60 GPA, scored a 30 composite on the ACT Test, currently enrolled at the U of A intending on studying either Medicine or Law. He was a Graphics Communications Concentrator and Completer.

### **Parker HS 2006 CTE Graduate**

James Carnicorn - Ranked # 1 in his class, 4.0 GPA, scored 800 on AIMS Math and Reading, received an A+ in Calculus, currently attending NAU. He was a Business Mgmt & Admin Services Concentrator and Completer.

### **Ray HS 2007 CTE Graduate**

Mallory Hall - Ranked # 1 in her class, 4.00 GPA, exceeded standards on all 3 AIMS Exams and has received full-ride scholarships to ASU, NAU and U of A. She is an Information Technology Concentrator and Completer.

### **Gila Bend HS 2006 CTE Graduate**

Samantha Tomko - Ranked # 1 in her class with a 4.00 GPA. She received a partial scholarship and is currently attending U of A. She is a Culinary Arts Concentrator and Completer.

### **Santa Cruz Valley HS 2008 CTE Graduate**

Gabriela Mena - Ranked # 1 in her class with a 4.00 GPA. She is a Culinary Arts Concentrator.

### Arizona CTE Concentrator Breakdown by Year<sup>1</sup>

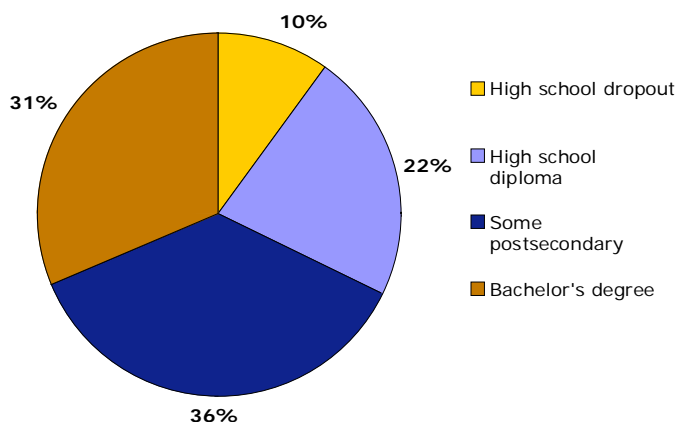
2003: 15918  
2004: 17365  
2005: 18568  
2006: 19506

3-Year Increase in Concentrators  
22.5%

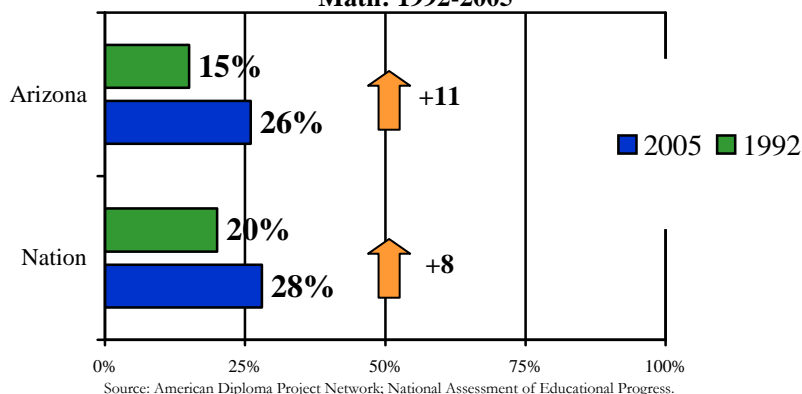
To Quote: "We cannot hold a torch to light another's path without brightening our own."  
- Ben Sweetland

## Two-Thirds of New Jobs Require at Least Some Postsecondary Education<sup>2</sup>

Share of new jobs, 2000-2010



### -Arizona's Improvement Better than Nation- These are Future CTE Students.... 8th Graders Scoring At or Above Proficient in NAEP Math: 1992-2005



### EVIT Student Crowned "Best Teen Chef"

Ty Leon, a Culinary Arts Concentrator from the East Valley Institute of Technology, just received a scholarship to the Art Institute of Phoenix and will be competing at the National Best Teen Chef Competition May 5.

Created by Steve Peterson, M.Ed., Career and Technical Education, [Steven.Peterson@azed.gov](mailto:Steven.Peterson@azed.gov). 602-542-5357.

The United States has a 95% literacy rate, but only a 34% proficiency rate....meaning adults and children can't read well enough to excel at their jobs or their school work.<sup>3</sup>

Career and Tech Educational graduates find employment 2.2 times faster than graduates from general education programs.<sup>4</sup>

A combination of 60% academic courses and 40% career and technical education is the most effective dropout prevention program in the American High School.<sup>5</sup>

The nation's functional illiteracy rate is 21%. As an example of the heavy cost of illiteracy, the District of Columbia lost \$107 million annually in taxes between 2000 and 2005 due to a lack of qualified job applicants.<sup>6</sup>

Sophomore technical education students from Warren County, NJ do free computer work for other county schools and get real-life work experience. "They get to practice out of the classroom what they have learned. For some of them it has helped them make career choices and formulate their own career paths," John Metroke, Instructor.<sup>7</sup>

Number of active Certified Nursing Assistants recorded by the Arizona State Board of Nursing: 20,980. Registered Nurses: 63,346.<sup>8</sup>

Even blue-collar jobs require high-level skills! These are some of the recommended high school courses for the following positions:<sup>9</sup>

Iron Workers – Algebra, Geometry and Physics

Electricians – Algebra, Geometry, Trigonometry, Physics

Sheet Metal Workers – Algebra, Geometry, Trigonometry, Technical Reading

Draftsmen – Geometry, Trigonometry, Computer Aided Design

Chandler High School is under consideration for its second A+ Award of Excellence. The judges "seemed particularly impressed with the school's new career and technical education center," reports The Arizona Republic in its March 30, 2007 edition.

"The U.S. cannot maintain its economic leadership unless our work force consists of people who have the knowledge and skills needed to drive innovation...(and) we simply cannot sustain an economy based on innovations unless our citizens are educated in math, science and engineering." – Bill Gates, March 2007.

<sup>1</sup>Arizona Career and Technical Education 2003, 2004, 2005, 2006 State Data Snapshot of 3/14/07.

<sup>2</sup>Carnevale, Anthony P. and Donna M. Desrochers, *Standards for What? The Economic Roots of K-16 Reform*, Educational Testing Service, 2003.

<sup>3</sup>Jon Bower, President and CEO, Soliloquy Learning, eSchool News, March 2007.

<sup>4</sup>Utah State Office of Education, Career and Technical Education, <http://www.schools.utah.gov/ate/newate.htm>.

<sup>5</sup>Plank, NORIE, 2002.

<sup>6</sup>District of Columbia Chamber of Commerce, State Education Agency (created by the U.S. Dept. of Education), Copyright 2007 The Associated Press.

<sup>7</sup>Sara K. Satullo, *The Express Times*, March 18, 2007.

<sup>8</sup>Arizona State Board of Nursing, Daily Nursing Statistics for 3/22/07.

<sup>9</sup>American Diploma Project, 2002, The Associated General Contractors of America (AGC).

## Secondary Definitions Comparison

Current (SY 2006-2007)		New (SY 2007-2008)	
<b>Concentrator</b>	<p>Student who achieves two transcribed Carnegie units/credits in a single CTE program. One unit/credit must be in a Career Preparation Level III course. Examples include earning:</p> <ul style="list-style-type: none"> <li>• 1 credit in Level I and 1 credit in Career Preparation Level III or</li> <li>• 1 credit in Level II and 1 credit in Career Preparation Level III or</li> <li>• 2 credits in Level III.</li> </ul> <p>They are included in the Concentrator Report when they leave secondary education in the reporting year.</p>	<b>Concentrator</b>	<p>A Secondary student who</p> <ul style="list-style-type: none"> <li>(1) has transcribed three (3) or more Carnegie Units/credits in a State-recognized sequence for an approved Career and Technical Education program; OR</li> <li>(2) has transcribed two (2) Carnegie Units/credits in a State-recognized sequence for an approved Career and Technical Education program, but only in those program areas where two (2) Carnegie Units/credit sequences at the secondary level are recognized by the State.</li> </ul> <p>In both cases the Carnegie Units/credits must be in a single Career Preparation program as outlined in the CTE Handbook.</p>
<b>Completer</b>	<p>Concentrator who passes the state-adopted technical assessment or, in the absence of a state proficiency assessment, a concentrator who passes at least 80% of the total program competencies/standards and is documented as attaining at least 80% of the Career Preparation Level III program competencies/standards in an approved CTE program.</p>		Not Applicable
	Not Applicable	<b>Participant</b>	<p>A secondary student who has earned one or more transcribed Carnegie Units/credits in any CTE program area in the reporting year.</p>

## Secondary Performance Measures Comparison

Current (SY 2006-2007)		New (SY 2007-2008)		
Number	Description	Number	Description	Proposed Level
1.1	AIMS Reading	1S1	NCLB Academic Attainment - Reading	70%
1.2	AIMS Writing	Removed	---	---
1.4	AIMS Math	1S2	NCLB Academic Attainment - Math	50%
1.3	Program Completers	Removed	---	---
---	---	2S1	Technical Skill Attainment	Not Required For Transition Plan
---	---	3S1	Secondary School Completion	Not Required For Transition Plan
2.1	Graduation	4S1	NCLB Graduation	71%
3.1	Placement	5S1	Placement	Not Required For Transition Plan
4.1/4.2	Nontraditional Participation	6S1	Nontraditional Participation	Not Required For Transition Plan
4.3/4.4	Nontraditional Completion	6S2	Nontraditional Completion	Not Required For Transition Plan

5/02/07

# "Fiscal Monitoring"

**Nancy Schmidt, Career & Technical Education (CTE)**

**Grants**



# Fiscal Monitoring Is Required

- Perkins programs are a likely target because they are often not audited –
- Fiscal program monitoring is required per:
  - 34 CFR §80.40
  - OMB Circular A-133, Section 400(d)(3)
  - OMB Circular A-133, Section M, Subrecipient Monitoring, Compliance Requirements

# Monitoring Should Focus On The Typical Problem Areas

- Compliance with the provisions of your grant/program regulations and your approved grant application.
- Procurement.
- Property management.
- Time & effort reporting/documentation.
- Grant period issues – When may costs be charged to a grant; are they charged to the correct grant-year, etc.?

**Last LD Meeting Ted Promised That  
We Would Talk About  
Avoiding Monitoring Problems  
At Future LD Meetings - In Bite-Size Packages**

*The Focus This Morning Is On Your Approved BG  
Application – Your Local Plan...*

# What The Monitor Will Look At

- Did the recipient perform those grant activities identified in their approved application?
- Did they submit reports required by the grant, such as:
  - Mid-year and final narrative progress reports?
  - Financial completion reports?
  - Performance measures reports?
  - Etc.?
- Did costs and expenditures appear to be allowable under the allowable costs provisions of the Act or regulations applicable to the actual grant and the appropriate OMB Circular (A-87 for K-12 programs) ?
  - Cash management reports?

## What The Monitor Will Look At, Cont...

- Did the recipient buy only items identified in their approved equipment/capital list?
- Can the expenditure be traced back to their property management system through a requisition, the claim, the school's/district's general ledger, etc.?
- Do expenditures included on the grant's fiscal completion report track back to the correct revenue accounts, the general ledger, etc.?
- Were costs coded correctly, relative to their approved use in the approved grant and USFR coding guidelines?
- Etc.

# So What Should You Do?\*

- *Review your own plan at least quarterly – It says what your district agreed to do and it is hanging out there for the auditor to see, so follow it or change it*
- *Plan to amend your plan at least twice*
  - *Program modifications*
  - *Compare planned expenditures to actual*
- *Check with your business manager and/or accounting clerk to insure that your plan and expenditures appear reasonable and coded to the right cost lines...*
- *Ask questions*
- *Review your requested and actual expenditures for equipment, training and other services*

**\*Covering Your Tush...**

# So What Should You Do? (Cont.)

- *Document changes/amendment and the reason for*
- *If your BG specialist tells you to can do something without a formal amendment –*
  - *Confirm the change in writing – email is fine...*
  - *Don't just rely on a verbal approval – Your specialist may win the Powerball and not be around to back you up if an expenditure is challenged during a monitoring visit or audit*
  - *Send a email that says something like “Per our discussion I am buying XXX with my unobligated equipment funds. If I misunderstood you or I need to do something else to document the change please let me know as soon as possible, etc.”*

*The ADE email systems allow to request confirmation that an email was received by the ADE employee and (if requested) opened and assumed “read”. USE THESE OPTIONS*

# So What Should You Do? (Cont.)

- *Keep SEPARATE notebooks for your plan, equipment acquisition, staff, etc.*
- *Your “Approved Plan” Notebook should contain –*
  - *A copy of your approved plan*
  - *Any amendments*
  - *Emails related to changes, communication with your BG specialist*
  - *Quasi-amendments documented by email*
  - *Anything else you feel is important*
- *Make sure someone else in CTE in your district knows where this stuff can be found...*



# **Your Library** -

## **LEA – Eligible Recipients**

- **Program law & applicable regulations.**
- **Your school, district or college guidelines related to –**
  - **State financial reporting requirements.**
  - **State and local procurement requirements.**
  - **State and local inventory and personal property control requirements.**
  - **K-12, OMB Circular A-87.**
  - **College or university, OMB Circular A-21 ( When the college is the Tech Prep fiscal agent).**
  - **Nonprofits, OMB Circular A-122.**
  - **The consolidated audit requirements – OMB Circular A-133.**

## **Your Library - Cont.**

- **OMB Circular A-133; the Cross Cutting Section and Your Program-Specific Compliance Supplement**
- **EDGAR (34 CFR 74 – 99)**
- **USFR**
- **USFR Program Memorandum No. 185 Audit Compliance Questionnaire**
- **Title 15 (Education)**
- **Recent legislation related to your program**

# On-Line Resources -

- Federal Program Offices – <http://www.ed.gov>
- Perkins Act – <http://www.ade.az.gov/cte/downloads/PerkinsIV081206.pdf>
- OMB Circulars – <http://www.whitehouse.gov/omb/circulars>
- EDGAR – <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- Title 15, Current Bills, etc. – ALIS [www.azleg.state.az.us](http://www.azleg.state.az.us)
- Auditor General – [http://www.auditorgen.state.az.us/manuals\\_schooldistrict.htm](http://www.auditorgen.state.az.us/manuals_schooldistrict.htm)
- OIG Website – [www.ed.gov](http://www.ed.gov) (Click on “Offices”, left-hand column, then select “Offices of Inspector General”, “home-page”).

# Questions



## Intended Order for Assessments for CTE Programs

Program CIP	Program Name	Order
01.0100	Agricultural Business Management - Agriscience	
01.0100.20	Option A-Food Products and Processing Systems	
01.0100.30	Option B-Plant Systems	
01.0100.40	Option C-Animal Systems	
01.0100.50	Option D-Natural Renewable Resources Systems	
01.0100.60	Option E-Power, Structural and Technical Systems	
01.0100.90	Option F-Agribusiness Systems	
01.0100.00	Option G-Environmental Service Systems	
10.0200	Audiovisual Technology	
10.0200.20	Option A-Electronic Journalism	
10.0200.30	Option B-Interactive Digital Media	
10.0200.40	Option C-Audio/Radio Technologies	
10.0300	Graphic Communications	
10.0300.20	Option A-Graphic Arts	2
10.0300.30	Option B-Graphic Design	2
10.0300.40	Option C-Photo Imaging	2
12.0400	Cosmetology	
12.0500	Culinary Arts	1
13.1200	Education and Training: Education Professions	2
13.1210	Education and Training: Early Childhood Education	2
15.0000	Engineering Sciences	3
15.0300	Electronic Technology	
15.0600	Industrial Manufacturing	
15.0600.20	Option A-Metals Manufacturing	
15.0600.30	Option B-Plastics Manufacturing	
15.0600.40	Option C-Production Technology	
15.1200	Information Technology	
15.1200.20	Option A-Computer Maintenance	2
15.1200.30	Option B-Network Technology	2
15.1200.40	Option C-Software Development	2
15.1200.50	Option D-Web Page Development	2
15.1300	Drafting and Design Technology	
15.1300.20	Option A-Architectural Drafting	2
15.1300.30	Option B-Civil Drafting	2
15.1300.40	Option C-Electronics Drafting	2
15.1300.50	Option D-Mechanical Drafting	2
43.0100	Law, Public Safety and Security	2
43.0200	Fire Science	
46.0200	Carpentry Technologies	
46.0200.20	Option A-Carpentry	1
46.0200.30	Option B-Cabinetmaking	1
46.0300	Electrical and Power Transmission Technology	
46.0300.20	Option A-Residential Electrician	1
46.0300.30	Option B-Industrial Electrician	1
46.0400	Construction Technologies	1
46.0500	Plumbing Services	
47.0100	Telecommunications Maintenance and Installers	
47.0200	Heating/Air Conditioning Maintenance	3
47.0600	Automotive Technologies	
47.0600.20	Option A-Automotive Technology	1
47.0600.30	Option B-Automotive Collision Repair	1
47.0600.40	Option C-Diesel Engine Repair	1
47.0600.50	Option D-Aircraft Mechanics	1
48.0500	Welding Technology	1

## Intended Order for Assessments for CTE Programs

Program CIP	Program Name	Order
49.0200	Heavy Equipment Operations	3
50.0100	Performing Arts	3
51.0600	Dental Assisting	1
51.0800	Allied Health Services	
51.0800.20	Option A-Pharmacy Support Services	1
51.0800.30	Option B-Laboratory Assisting	1
51.0800.40	Option C-Medical Imaging Support Services	1
51.0800.50	Option D-Sports Medicine and Rehabilitation Services	1
51.0800.60	Option E-Medical Assisting Services	1
51.0900	Diagnostic and Intervention Technologies	
51.0900.20	Option A-Respiratory Therapy Technician	1
51.0900.30	Option B-Emergency Medical Paramedics	1
51.0900.40	Option C-Surgical Technician	1
51.1000	Biomedical Health Technologies	1
51.1500	Mental and Social Health Services	
51.1600	Nursing Services	1
51.3500	Therapeutic Massage	1
52.0200	Business Management and Administrative Services	1
52.0300	Accounting and Related Services	1
52.0800	Financial Services	
52.0900	Hospitality Management	
52.1800	Marketing, Management and Entrepreneurship	
52.1800.20	Option A-Professional Sales and Marketing	
52.1800.30	Option B-E-Commerce Marketing	
52.1800.40	Option C-Entertainment Marketing	
52.1800.50	Option D-Entrepreneurship	
52.1800.60	Option E-Advertising	
52.1900	Design and Merchandising	
52.1900.20	Option A-Fashion Design and Merchandising	
52.1900.30	Option B-Interior Design and Merchandising	
		25 Pink= Group One
		14 Green= Group Two
		4 Blue= Group Three
Yellow= New 2008 CTE Program List		
Orange= 2008 CTE Programs with Options		